

Domestic Assistant

Position Title:	Domestic Assistant
Reporting to:	Field Team Manager
Location:	Flaxton, Gympie, Maleny & Nambour
Status:	Permanent

The Organisation

Blackall Range Care Group Ltd. is a not-for-profit organisation that provides high quality aged care and disability services in the Sunshine Coast region. Services include:

- Personal care and domestic assistance
- Community Access
- Nursing and Allied Health care
- Day Centre
- Flexible Respite Options
- Home Maintenance and Home Modifications
- Transport
- Aids and Equipment

Functions of the Role

To provide domestic assistance to clients of the Blackall Range Care Group as specified on Domestic Assistance Worksheet and as directed by the Case Manager or Field Team Manager.

Roles and Responsibilities

Organisation

- Works within the role and responsibilities for the position and complies with all organisational policies, regulations and standards, and the Code of Conduct.
- Shows commitment to ongoing skill development by participating in training and development activities.
- Represents the organisation as the first point of contact via a range of communication methods.
- Demonstrates confidentiality and diversity awareness.
- Participates as a respectful team member contributing to a harmonious workplace.
- Takes on board, accommodates and accepts feedback.
- Maintain a professional relationship with clients and team members and possess high levels of trust, honesty, respect and integrity.
- Supports clients to Live Their Best Life.

Duties and Tasks

- Provide home cleaning to ensure clients' home environment is clean, tidy and hygienic.
- Undertake tasks listed on clients' individual Domestic Assistance worksheet.
- Ensure that the home is left in a safe condition after cleaning.
- Keep appropriate records as required, including keeping own vehicle kilometre records.
- Reporting of any WPHS concerns and incidents that may occur.

Key Relationships

- Reports to the Field Team Manager.
- Liaises with other professional staff when appropriate.

Key Selection Criteria

- Ability to meet the requirements of Criminal History screening procedures.
- Efficient communication, comprehension and interpersonal skills.
- Be a team player with strong work ethic.
- Ability to work unsupervised.
- Strong time management and organisation skills.
- An understanding of the principles of consumer directed care.